

The seal of James City County, Virginia, is circular. It features a ship on the water, with the text "James City County" around the top and "Jamestown 1607" around the bottom. The number "448" is prominently displayed in the center of the seal.

## **EMERGENCY SERVICES DIRECTOR**

**DEPARTMENT:** Fire/Emergency Management

### **NATURE OF WORK:**

Performs a variety of administrative and managerial duties coordinating disaster response or crisis management activities; provides disaster preparedness training; prepares emergency plans and procedures for natural (hurricanes, floods, earthquakes), wartime, or technological (nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations; acts as liaison with other local governments, State, Federal, and private agencies. Work is performed under general supervision of the Fire Chief with latitude for independent judgment within general established policies and procedures.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Works as the County's Deputy Coordinator of Emergency Management under the direction of the Coordinator of Emergency Management (Fire Chief) and Director of Emergency Management (County Administrator) as established by County Code.

Keeps informed of Federal, State, and local regulations affecting emergency plans; ensures that plans adhere to these regulations.

Keeps informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.

Develops and maintains the County's Emergency Operations Plan (EOP), outlining operating procedures to be used in response to disasters/emergencies such as hurricanes, nuclear accidents, and terrorist attacks, and in recovery from these events.

Maintains and updates all resource materials associated with emergency preparedness plans.

Proposes alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.

Develops and maintains liaisons with other municipalities, County departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.

Coordinates disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.

Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.

Designs and administers emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.

Inspects facilities and equipment such as emergency management centers and communications equipment in order to determine their operational and functional capabilities in emergency situations.

Ensures operational readiness of the County's Emergency Management Division of the Fire Department; analyzes operational requirements and ensures that staff, equipment, and supply needs of the Division are met.

Ensures successful development and implementation of emergency management by influencing managers and employees and by aligning roles and responsibilities of departments with strategic objectives.

Performs all hazard, bioterrorism, and emergency planning; coordinates plans with various response agencies, volunteer organizations, businesses, and private industries.

Plans, coordinates, and participates in disaster planning drills of local nuclear power station.

Coordinates periodic drills of emergency plans including mock disasters, systems failures, toxic chemical releases and evacuations, communication interruptions, activation of the Emergency Operations Center, and use of the Emergency Broadcast System.

Assists with development of operational drills and/or exercise scenarios designed to train, test, and evaluate emergency response concepts or standard operating guidelines.

Assists County and Fire Department Public Information Officers, as necessary.

Plans operating budgets and controls expenditures; establishes long-range goals and programs for cost effective operations.

Conducts performance evaluations; develops and implements individual development plans.

Ensures professional and technical development of direct reports.

Provides direct and specific feedback regarding work performance.

Resolves conflicts and provides guidance and coaching, as necessary.

Works with the Human Resource Department to handle personnel management issues including policy interpretation, conflict resolution, and disciplinary actions.

Assists with coordination, integration, and implementation of emergency response plans and procedures from various jurisdictions, governmental entities, private industries, utility companies, etc.

Coordinates area-wide evacuation plans with Fire, Police and other agencies; may respond to emergencies as an observer and communications coordinator.

Develops a coordinated multi-agency approach to planning, training and provision of emergency services.

Negotiates inter-local disaster assistance agreements with other local governments; catalogs availability of materials, technical support, and emergency services.

Serves on boards and committees of State and local professional organizations.

Works with FEMA, the American Red Cross, and community service organizations for post-disaster support and assistance.

Coordinates Emergency Management Division team activities, supporting current and future initiatives.

Fosters a harmonious work environment and effective working relationships within the Emergency Management Division and Fire Department.

Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire Department.

Conducts regular review of local, state, federal, and private industry emergency response plans, employing standard emergency management concepts and strategic methodologies.

Reviews specialized studies and reports, formulates comments and summarizes content, provides emergency planning recommendations.

Identifies types of emergency training necessary for employees and coordinates its presentation with departments and employees.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are primarily performed in an office setting. Operates computer keyboard and mouse, telephone, fax, radio, copier, and calculator. Drives County vehicle among various work sites. Conducts field training activities requiring prolonged standing and walking. Responds to the Emergency Operations Center during emergency situations on nights, weekends, and holidays as required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Knowledge of media production, communication, and dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of current practices and trends in emergency management and a working knowledge of local, State, and Federal emergency management policies and programs.

Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Skill in understanding written sentences and paragraphs in work related documents.

Skill in adjusting actions in relation to others' actions.

Skill in teaching others how to do something.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Skill in talking to others to convey information effectively.

Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Skill in understanding the implications of new information for both current and future problem-solving and decision-making.

Skill in managing ones own time and the time of others.

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to communicate information and ideas in speaking so others will understand in order to communicate with people outside the organization, represent the organization to the public, government, and other external sources, provide information to co-workers.

Ability to tell when something is wrong or is likely to go wrong, analyze information, evaluate results to choose the best solution and solve problems.

Ability to speak clearly so others can understand you.

Ability to identify and understand the speech of another person.

Ability to communicate information and ideas in writing so others will understand.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to read and understand information and ideas presented in writing.

Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to develop constructive and cooperative working relationships with others and maintain them over time.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in emergency management, disaster mitigation, communications, or a related field and extensive professional experience in disaster or emergency management which includes public sector preparation and response and supervision or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above. Designation as a Certified Emergency Manager by the International Association of Emergency Managers preferred.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Must be able to work a flexible schedule.

Requires a post offer criminal background investigation.

Date: June 2007

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Emergency Services Director  
Department: Fire

Position Number: 448  
Division: Emergency Management

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to reason and make judgments
- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- ☒ Answer telephone, radio or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with other \_\_\_\_\_
- ☐ Not essential to job functions

## **2. Hearing/Listening:**

- ☐ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function.

## **3. Reading:** (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓			✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☐ 3-4  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>					✓			✓	
<b>Walk</b>	✓						✓		
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)



#### 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### Daily Amounts

☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### Daily Amounts

☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 6. Seeing: To perceive or comprehend by the sense of sight.

- ☒ Essential to job function: These characteristics are necessary (Check all that apply)
- ☐ Peripheral vision
- ☐ Night vision
- ☒ Focus (distinctness or clarity)
- ☐ Color perception (discriminate between colors)
- ☐ Depth perception (determine distance relationship between objects)

#### **VII. Driving:** The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: June 2007

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